

2016 Review Period

Performance Evaluation Calendar

Activity	Completed By	Due Date
2016 goals and objectives entered into ReviewSnap	All	11/28/2016
Managers confirm employee goals and set/confirm weightings	Managers	12/2/2016
Send 360° survey requests	Managers	12/5/2016
Complete 360° surveys	Those requested	12/31/2016
Complete self-evaluations	All	12/31/2016
Supervisor refresher performance appraisal training	HR, Managers	1/4/2017
Complete evaluations	Managers	1/20/2017
Conduct ratings calibration	Executive Team	1/23/2017
One-up Managers approve evaluations	Managers of Managers	2/3/2017
Performance evaluation meetings, sign-off	Managers, Employees	2/6 – 2/10/2017
Performance pay determinations	Managers, Executive Team, HR	2/8/2017
Pay increases submitted to Payroll	HR, Payroll	2/10/2017
Communicate increases as applicable	Managers	2/15/2017
Pay increases on EE paychecks (retroactive to 1/1/2017)	Payroll	2/17/2017